



# What's Next Workshop for Certified MBEs

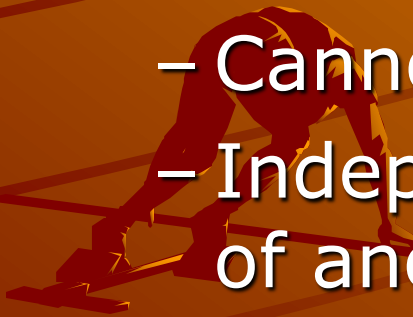
Michael Haifley, CPPO, CPPB  
Procurement Director  
Department of General Services



# SMALL BUSINESS PROGRAMS

## ◆ Small Business Eligibility

- Other than a nonprofit
- Certified by the Department of General Services
- Cannot be a broker
- Independently Owned, not a subsidiary of another firm
- Is not dominant in its field of operation
- Must meet criteria in its category



# SMALL BUSINESS PROGRAMS

## ◆ Small Business Eligibility

- Wholesale – fewer than 50 persons. Gross sales less than \$4,000,000
- Retail - fewer than 25 persons. Gross sales less than \$3,000,000
- Manufacturing - fewer than 100 persons. Gross sales less than \$2,000,000



# SMALL BUSINESS PROGRAMS

## ◆ Small Business Eligibility

- Service – fewer than 100 persons.  
Gross sales less than \$10,000,000
- Construction - fewer than 50 persons.  
Gross sales less than \$7,000,000
- A/E Services - fewer than 50 persons.  
Gross sales less than \$4,500,000



# SMALL BUSINESS PROGRAMS

## ◆ Small Business Preference

- Agency requests bids from qualified bidders, including small businesses

## ◆ Small Business Reserve

- Agency requests bids only from qualified small businesses





# SMALL BUSINESS PREFERENCE

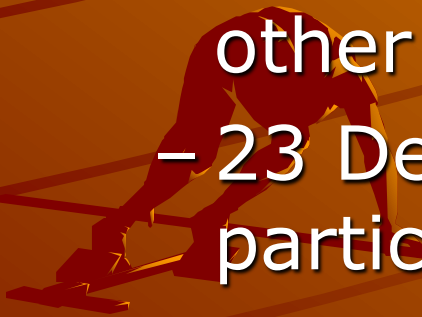
## ✦ Small Business Preference

- 5% Price Preference
- 7% Veterans Preference
- 8% Service Disabled Veterans Preference
- Applies to Transportation, General Services, Morgan State University and Public Safety in connection with construction of State Correctional Facilities

# SMALL BUSINESS RESERVE

## ◆ Small Business Reserve

- Procurements can be designated SBR only
- Small businesses only compete against other small businesses
- 23 Departments designated to participate in the SBR program
- Annual Goal of 10% of payments



# RESERVE AGENCIES

- 
- ✦ Treasurer
  - ✦ Environment
  - ✦ General Services
  - ✦ Health & Mental Hygiene
  - ✦ Housing & Community Dev.
  - ✦ Human Resources
  - ✦ Juvenile Services
  - ✦ Labor, Licensing & Regulation
  - ✦ Natural Resources
  - ✦ Education
  - ✦ State Police

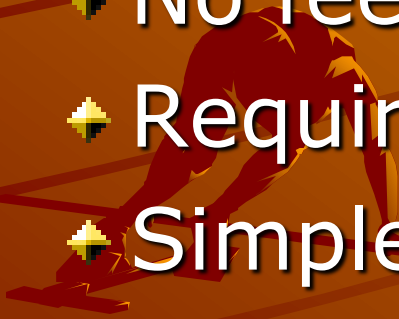


# RESERVE AGENCIES

- 
- ✦ Public Safety
  - ✦ Transportation
  - ✦ University System
  - ✦ Port Commission
  - ✦ Retirement
  - ✦ MD Insurance Admin.
  - ✦ Stadium Authority
  - ✦ Lottery Agency
  - ✦ Morgan State Univ.
  - ✦ MD Transportation Authority
  - ✦ Information Technology

# SMALL BUSINESS REGISTRATION

- ◆ Registration process can be done online
- ◆ No fee to register or participate
- ◆ Requires annual renewal
- ◆ Simple easy process



# WWW.DGS.MARYLAND.GOV



# WWW.SMALLBUSINESSRESERVE.MARYLAND.GOV





DEPARTMENT OF  
GENERAL SERVICES[Problem Solver](#) | [Maryland.gov](#) | [Online Services](#) | [State Agencies](#) | [Phone Directory](#)[Contact Us](#)

## Small Business Reserve Program

[DGS Main Site](#) | [Home](#) | [Frequently Asked Questions](#)

## APPLICATION

On Tuesday, April 27, 2004, Senate Bill 904 was signed as a result of recommendations made by The Commission on Minority Business Enterprise Reform. This legislation targets at least 10 percent of state contracting dollars for bid by small businesses in a sweeping proposal and will guarantee small businesses unprecedented opportunities for growth. For the first time, many small businesses will be able to bid as prime contractors on a significant portion of state contracts, without having to compete with larger, better established competitors.

To take advantage of this program a business, must meet the following criteria:

- Is independently owned and operated;
- Is NOT a broker;
- Is NOT a subsidiary of another business;
- Is NOT dominant in its field of operation; where
  - The **wholesale** operations of the business did not employ more than 50 persons, and the gross sales of the business did not exceed an average of \$4,000,000 in its more recently completed 3 fiscal years\*; or
  - The **retail** operations of the business did not employ more than 25 persons, and the gross sales of the business did not exceed an average of \$3,000,000 in its most recently completed 3 fiscal years\*; or
  - The **manufacturing** operations of the business did not employ more than 100 persons, and the gross sales of the business did not exceed an average of \$2,000,000 in its most recently completed 3 fiscal years\*; or
  - The **service** operations of the business did not employ more than 100 persons, and the gross sales of the business did not exceed an average of \$10,000,000 in its more recently completed 3 fiscal years\*; or
  - The **construction** operations of the business did not employ more than 50 persons, and the gross sales of the business did not exceed an average of \$7,000,000 in its most recently completed 3 fiscal years\*.
  - The **architectural and engineering** operations of the business did not employ more than 100 persons, and the gross sales of the business did not exceed an average of \$4,500,000 in its most recently completed 3 fiscal years\*.

\* If a business has not existed for three years the gross sale average is computed for the period of the business's existence. For newly formed businesses the determination will be based upon employment levels and projected gross sales.

NEXT

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Internet

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# DOING BUSINESS WITH MARYLAND

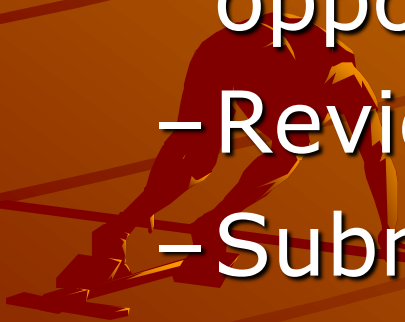
- eMarylandMarketplace
- Online bidding system
- State Procurements >\$15,000
- Many local government solicitations





# DOING BUSINESS WITH MARYLAND

- No Fee to register or participate
- Registration can be done online
- Email notification of contracting opportunities
- Review solicitations online
- Submit bids and documentation
- Review award notices



# WWW.DGS.MARYLAND.GOV

Maryland Department of General Services - Windows Internet Explorer

http://www.dgs.maryland.gov/

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Maryland Department of General Services

**DGS Energy Management**

As an active partner in Maryland's **Smart, Green and Growing** initiative, DGS is constantly seeking ways to make our service better for the environment and the communities where we operate.

[Learn More](#)  
[DGS Energy Maryland Map](#) ▶  
[State Energy Database](#) ▶

**Doing Work with DGS**

**Are you a Maryland business looking to work with the State of Maryland?** Doing business with DGS and Maryland has never been easier.

[Learn More](#)  
Learn about the opportunities for state businesses through DGS and the State of Maryland.

**Procurement**

- ▶ Information
- ▶ Statewide Contracts
- ▶ Bid Boards

**Real Estate**

- ▶ Information and Proposals

**News**

Governor Martin O'Malley  
Lt. Governor Anthony G. Brown

- 2010 DGS Annual Report
- 2010 Maryland Green Building Council Report
- Harriet Tubman State Park visitors' center design unveiled
- Secretary Al Collins speaks to Maryland Society of Professional Engineers

BALTIMORE SUN: State Center project to be "economic growth center"

[More News >](#)

**Information**

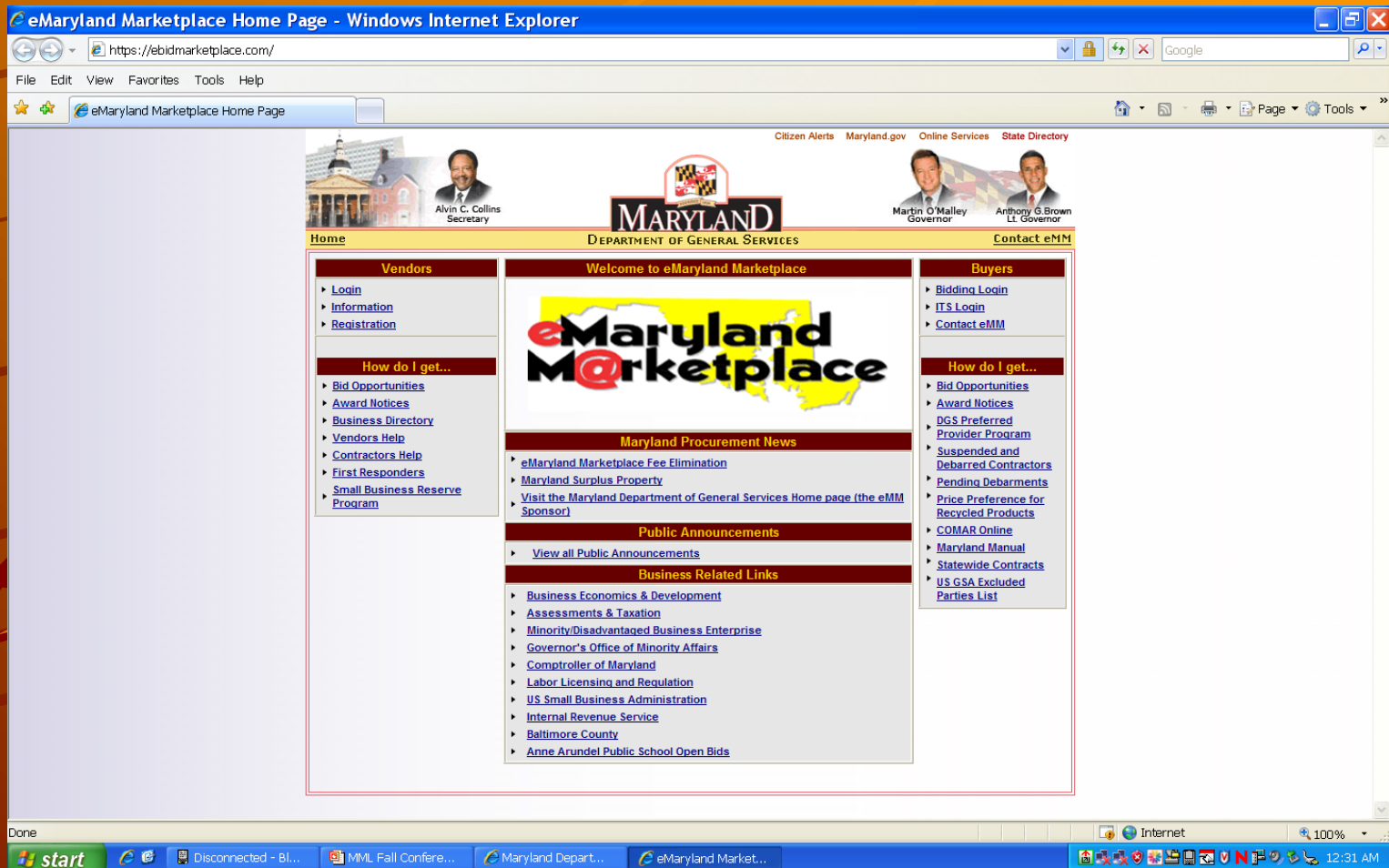
**Rules and Regulations**  
**Governing Events Held on State Property**

- ▶ Demonstrating on Public Property
- ▶ Annapolis Capital Public Events Permit

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# WWW.eMARYLANDMARKETPLACE.COM



## VENDOR REGISTRATION

## Registration Menu

[Site Terms](#)[Commodities](#)[Companies](#)[Prerequisites](#)[Registration](#)

Register with the eMaryland Marketplace to make doing business with the State of Maryland almost effortless. If you are not sure if your company is already registered click [here](#) to search. Enjoy the membership benefits of eMaryland Marketplace including:

- **Online Goods and Services Profile**

You control your inclusion in solicitation bidding lists. Simply list the commodity codes in your area of interest in your company's goods and services profile. Your company profile will be added to the online Business Directory and is automatically included in every solicitation opportunity that matches your company's Goods and Services profile.

- **Instant Notification of Bid Opportunities**

You receive instant, automatic notification via e-mail when a procurement opportunity is issued by the Maryland buying organization in your area of interest based on the commodity codes in your vendor profile.

- **Solicitations Online**

You can review and respond to State issued Solicitations via the Internet without leaving your desk.

- **Contract Awards**

You will be assigned a unique eMaryland Marketplace ID number when you register. State agencies have a regulatory requirement to publish award notices on eMM for specific procurements. You may be asked to supply the ID number in the bid process to expedite the award process. As your company must be registered in eMM to allow the agency to publish the award notice. **Note: If a local jurisdiction wanted to post their award notice on eMM your company would also need to be registered.**

Vendors are strongly encouraged to register to use eMaryland Marketplace to experience a totally new way to do business with the Maryland public buying organizations. **Only registered vendors are qualified for an award.**

**New Registration**

If you are new to eMaryland Marketplace, click the Register button.

[Register](#)**Continue Registration**

If a previous registration attempt was not completed, enter your Login and password to continue.

Login ID:

Password:

[Continue...](#)

For assistance, contact the Help Desk at [emaryland@dgs.state.md.us](mailto:emaryland@dgs.state.md.us) or call (410) 767-1492.

# Tips on Contracting

- ◆ All contracts in excess of \$15,000 are advertised on eMM.
- ◆ [www.eMarylandMarketplace.com](http://www.eMarylandMarketplace.com)
- ◆ Read the solicitation carefully and completely.
- ◆ NEVER take exceptions on an Invitation for Bid -- if you do, it will be rejected as non-responsive.

# Tips on Contracting

- ◆ Give your best price, we can't "auction".
- ◆ Contact the buyer if you have questions on the solicitation.
- ◆ Partner if you don't have all of the in-house expertise or experience.





# Tips on Contracting

- ◆ Attend Pre-Bid/Pre-Proposal Conferences, they give you a chance to ask questions, see the potential competition, and may provide teaming opportunities
- ◆ ALWAYS follow up to find out what the other bids were.

# Tips on Contracting

- ◆ Request a debriefing on Requests for Proposals.
- ◆ Educate yourself on bonds, insurance, contract law, and other related areas.
- ◆ Always meet your contractual obligations.

# Tips on Contracting

- ◆ Submit invoices in a timely manner.
- ◆ Follow up to find out if the customer was satisfied



# QUESTIONS

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